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**Juvenile Justice Substance Use Disorder**
**Client Intake Packet Instructions**

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The Juvenile Justice SUD System will utilize the set of forms developed by BPA for the ATR Grant in order to avoid costs related to development of a new intake process and to allow consistency between partner agencies. The following instructions detail where input will differ for the JJ SUD System:

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**Client Intake Form**

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## Section D: Referral Type

- ✓ Select - 06 Adolescent Misd for all Juvenile Justice Clients
- ✓ Select - 08 ATR for referrals under the ATR Grant
- ✓ Select – 17 Supervising County and choose your county
- ✓ Select – 24 Referral Source is OCR

## Section F: Requested Services

Leave this section blank for JJ Clients; Complete with Provider that will be requested to conduct the assessment on ATR clients

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**Financial Eligibility Form**

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This form will assist counties/districts in determining if a juvenile's family have the ability to pay for treatment rather than relying on the SUD funding.

- ✓ Use the IJOS/CMS or case number for the Client ID
- ✓ If Private Insurance, there is no need to complete the JJ SUD Intake forms
- ✓ If Medicaid, indicate Medicaid number on the form
- ✓ Complete the form with information for the family
- ✓ Use the calculated monthly income to determine eligibility
- ✓ BPA does not reimburse on a sliding fee scale – either 0 or 100% will be allowed

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**Authorization for Release of Information**

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When completing this form, make the client initials each party allowed to have access to client data including:

- ✓ Courts
- ✓ Idaho Department of Juvenile Corrections
- ✓ County Probation (include all probation officers on your District Team)
- ✓ Idaho Department of Health and Welfare
- ✓ Parents
- ✓ Other (Business Psychology and Associates)
- ✓ Provider and District Team Members should also be included if there will be sharing of info.

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**GAIN SS**

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This tool can be completed via a paper version or on line http://www.chestnut.org/li/gain/GAIN_SS/ by using the GAIN SS Demonstration and viewing the on-line report.